

**FAYETTE COUNTY
2002 CLASS DESCRIPTION**

**CLASS TITLE: ACCOUNTING SUPERVISOR
CLASS CODE: 203
Exempt/HIPAA**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise the daily activities within the Finance Department. The class is responsible for planning, scheduling and evaluating the work of subordinate personnel. Analyze revenue and expenditures. Oversees daily financial transactions, cash management and forecasting, validating work, identifies potential problems, prepares corrective action plans, pursue automation opportunities, responses to Board of Commissioners and County Administration questions and request for information, prepares/reviews quarterly and semi-annual reports, participates in annual audit and CAFR preparation. Work is performed under the general supervision of the Assistant Finance Director/Controller.

ESSENTIAL TASKS

Plan and coordinate work, research issues and prepare action plans and/or training sessions as needed, counsel and train personnel, communicates with Supervisor, employees, other departments, bank personnel, vendors to resolve problems and to coordinate work activities. Performs related work as required.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT:

Counsels or instructs others through explanation, demonstration, and supervised practice and/or makes recommendations based on technical expertise.

INVOLVEMENT WITH THINGS:

Handles or uses machines, tools, or equipment that requires moderate instruction and experience such as computers, software programs such as word processing, spreadsheets or custom applications.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Performs supervisory work involving policy and guidelines, solving both people and work related problems.

MATHEMATICAL REQUIREMENTS

Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, computes discounts and interest rates, computes ratios, rates, and percents.

ACCOUNTING SUPERVISOR

LANGUAGE REQUIREMENTS:

Read technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Performs professional level work requiring the application of accounting methods in the solution of technical problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires Associate's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two years of college education or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES:

None.

EXPERIENCE REQUIREMENTS:

Requires over 2 years and up to and including three years.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires sedentary work that involves walking or standing some of the time, routine keyboard operations.

ENVIRONMENTAL HAZARDS:

None.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing, and speaking,

ACCOUNTING SUPERVISOR

ADA COMPLIANCE

Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.